

## **WATER OPERATIONS DIRECTOR**

### **DISTINGUISHING FEATURES**

The fundamental reason the Water Operations Director position exists is to provide oversight and promote shared responsibility for the Water Operations Division of the City's Water Resources Department. Acts as Department's technical advisor and performs policy-level coordination, advisory and administrative functions relating to the operation and distribution of the city's water system. This classification supervises and manages a large staff. This position reports to the Director of Operations and Planning for the Water Resources Department.

### **ESSENTIAL FUNCTIONS**

Provides direction and leadership to the Operations staff in the maintenance of the water and wastewater systems.

Provides oversight in the administration of all contracts related to water and wastewater operations.

Prepares Council Action Reports and attends Council meetings as the Water Operations representative as necessary.

Prepares, presents and monitors division annual operating and CIP budgets.

Acts as point of contact with counterparts from other agencies locally and nationally.

Communicates with City staff, outside agencies, citizens, and consultant and contractor communities.

Reviews and approves all personnel actions including hiring, promotions, disciplinary actions and annual reviews.

Assumes ownership of a variety of key projects dealing with citizens, employees and the future of city's water operations and distribution.

Provides solutions in the more difficult technical or public relations problems as required.

Reviews operation and maintenance work through on the job inspections, conferences and reports.

Recommends future systems improvements deemed necessary to meet expected increases in portable water demand and increases in wastewater flows.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

##### Knowledge of:

Good working knowledge of federal, state, and local regulations related to water and wastewater.

##### Ability to:

Meet all State of Arizona OSHA guidelines and requirements applicable to water and wastewater treatment facilities.

Plan, organize and coordinate complex assignments for multiple staff members.  
Professionally and fairly evaluate employee's performance on varied levels.  
Work as a strong leader of a large work group in a positive and effective manner.  
Produce quality written documents with clearly organized thoughts, using proper sentence construction, punctuation and grammar.  
Observe, review and check the work of staff members to ensure conformance to standards.  
To enter data or information into a terminal, PC or other keyboard device.  
Communicate effectively both verbally and in writing.  
Conduct research and analyze results.  
Support City Council and top management decisions.  
Establish effective working relationships with professional and governmental entities, co-workers, and the general public.  
Commit to teamwork, have a shared commitment to quality in everyday work, and demonstrate willingness to assume ownership.

### **Education & Experience**

Any combination of training and experience equivalent to a Bachelor's degree in a water resources related field from an accredited college and a minimum of five years in a water-related technical capacity

Certification in both water and wastewater (a minimum of Grade 3 in each) is necessary.

Any combination of training and experience equivalent to ten (10) years of operation and maintenance of advanced, complex water and/or wastewater treatment facilities including five (5) years at a supervisory level. Graduation from an accredited college or university with a bachelor's degree in civil/environmental engineering, management business or relevant discipline is preferred. Experience with advanced computerized systems utilized in water and wastewater treatment facilities is desirable.

Grade III Certification or higher from the Arizona Department of Environmental Quality in Water and Wastewater is required.

FLSA Status: Exempt

HR Ordinance Status: Unclassified